



Central Permit Facility  
500 W. Winchester Road Unit #101  
Libertyville, IL 60048-1331  
PHONE: (847) 377-2600  
FAX: (847) 984-5608  
EMAIL: lcpermits@lakecountyil.gov

## Registration Form

### Residential Residing

No permit will be required when proposed improvements consist of **only** residing your residential structure. A permit shall be required if residing is part of: 1) a larger project that involves interior alterations or additions, or 2) a commercial project.

This process is designed to maximize customer convenience. However, the customer always has the right to seek a permit and a follow-up inspection. Lake County reserves the right to inspect any improvement performed whether permitted or registered.

Please complete the information below, sign and send this form to the Central Permit Facility, Attention: CEP Staff, at the above address along with a check for \$25, payable to the "Lake County Treasurer" as a non-refundable registration fee. **UPON SUBMISSION AND REVIEW OF THIS FORM, YOUR PROJECT WILL BE REGISTERED. CONSTRUCTION CANNOT BEGIN UNTIL YOU RECEIVE CONFIRMATION FROM THIS OFFICE THAT YOUR REGISTRATION IS COMPLETE.**

(Please complete the information below and sign)

PIN or Address of Property: \_\_\_\_\_

Owner address (if different from above): \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Owner Phone Number(s): \_\_\_\_\_ / \_\_\_\_\_

Owner Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Brief Description of Proposed Project: \_\_\_\_\_ Cost of Project: \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date Form Completed \_\_\_\_\_

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#### OFFICE USE ONLY:

Completed By: \_\_\_\_\_



**REGISTRATION COMPLETE** (You may now proceed with your project. Please save a copy of this completed Registration Form for your Records)

Comments:

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\_\_\_\_\_